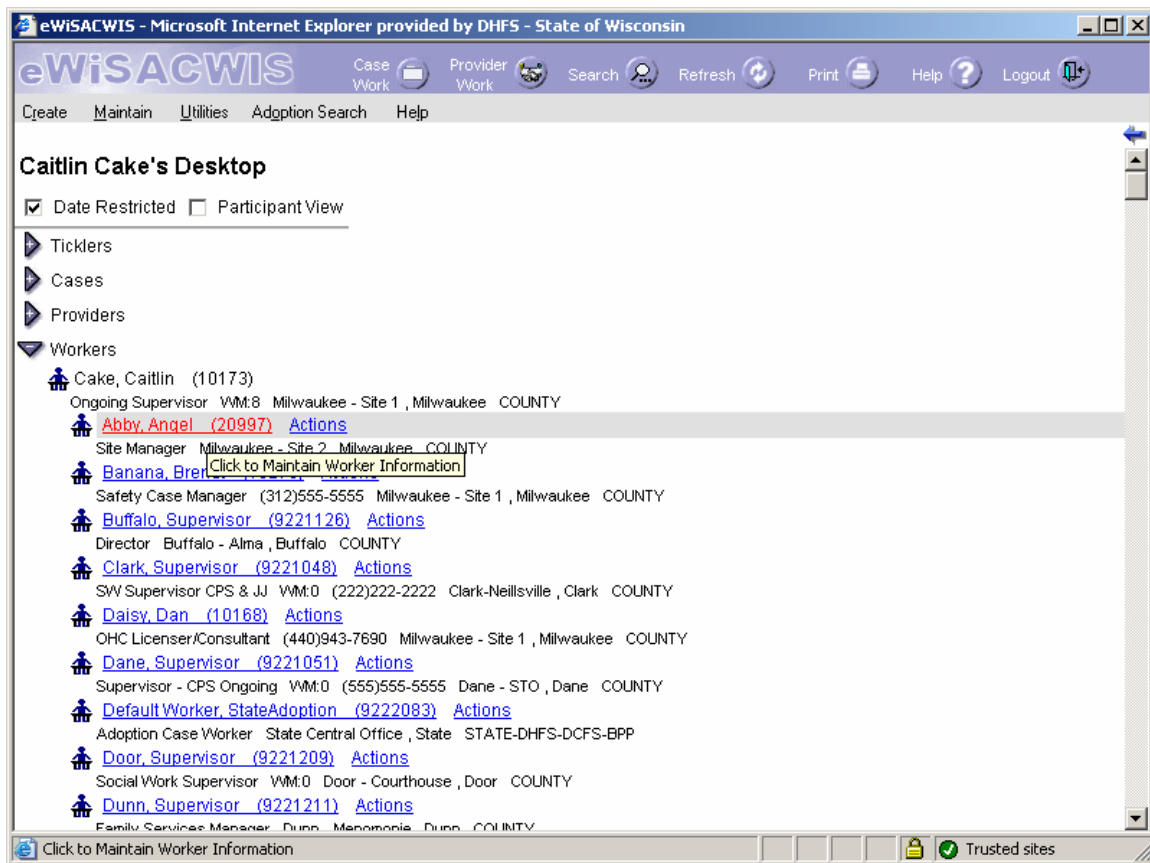





Maintaining Individual Worker Training Record

1. From the Supervisors desktop, under the worker expando, select the worker to Maintain the Individual Training Record.



Maintaining Individual Worker Training Record

- Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print  Spell Check  Help 

Worker

Name: Angel Abby Employee ID: Worker ID: 20997

Basic **Individual Training History** **Individual Training Plan**

Current Position Information

Start Date: 08/01/2004 End Date: 00/00/0000
 Status: Active Job Class: Site Manager
☐ Medicaid Rep ☐ IV-E Worker
 Supervisor Name: Caitlin Cake

Worker Type **Languages**

☐ County ☐ State ☐ Vendor

Report Access

☐ All County Access ☐ Authorizer

Social Worker Certification

☐ Yes Status:
☐ No Effective Date: 00/00/0000

Location

Employing Entity: County/State: Site/Office: Unit:
 COUNTY Milwaukee Milwaukee - Site 2 Administrative
 Work Phone: Home Phone:
 Work Fax: Email:

Save **Close**

Updated 03/27/06

3. The Individual Training History Tab is used to record training information for staff. The Begin Date of Child Welfare employment in Wisconsin, Pre-Service, Ongoing and Foundation are user entered dates.
4. The Insert button will allow multiple rows to be added to the Worker's Record. The Course and Source fields are free flow text fields. Complete the record by adding the Date Start, Date Complete, and Hours Completed if needed.

If the record was entered in error, select the Delete Hyperlink to the right of the record

5. Select Save to save the record and Close to return to the Desktop.
6. To view historical records, follow steps One and Two.

Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Worker

Name: Angel Abby Employee ID: Worker ID: 20997

Basic Individual Training History Individual Training Plan

Worker Training Information

Begin Date of Child Welfare employment in WI: 01/01/2006 Ongoing Training is current as of: 01/01/2006

Pre-Service Training Completion Date: 03/01/2006 Foundation Training Completion Date: 00/00/0000

Course:	Type free text here			Delete
Source:	Type free text here			
Date Start:	01/01/2005	Date Complete:	01/01/2005	Hrs Complete: 4

Insert

Save Close

Done Trusted sites

Maintaining Individual Worker Training Record

- Use the Individual Training History tab to view and/or update a worker's training plans. To create the Training Plan, enter a four digit year in the Enter Training Plan Year field. A new row will be inserted.

Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Worker
 Name: Angel Abby Employee ID: Worker ID: 20997

Basic Individual Training History Individual Training Plan

Priority Training Needs

Select Training Plan Year Enter Training Plan Year 2005

Priority	Training Area	Competencies	Narrative
1	Casework Process/Case Planning	9 4	Delete
	Case Child Interviewing Child Protective Services Conflict Resolution Theory Counsel Clients Counsel Providers Crises Intervention Dev. Disabilities (recognize & assess) Developmental Levels (human grth & dev) Effective Parenting Skills Effective Use of Supervision	Descriptions	

[Insert](#)

[Save](#) [Close](#)

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Maintaining Individual Worker Training Record

8. Enter the Training Area and Competencies from the drop down values supplied. Anchors for each of the competencies are listed below under the expando titled Casework Process/Case Planning Competency Code Descriptions. The Narrative field is a free flow text field. The Delete Hyperlink will delete the associated rows.
9. Save will save the record and Close will return to the Desktop.

Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Worker
 Name: Angel Abby Employee ID: Worker ID: 20997

Basic Individual Training History Individual Training Plan

Priority Training Needs
 Select Training Plan Year: Enter Training Plan Year: 2005

Priority	Training Area	Competencies	Narrative
1	Casework Process/Case Planning	9 4	

[Delete](#)

Casework Process/Case Planning Competency Code Descriptions

- 1 Social worker is skilled in variety of interviewing and casework techniques.
- 2 Social workers can implement problem-solving strategies and apply to family needs.
- 3 Social workers can organize and manage multiple priorities.
- 4 Social workers can formulate and implement a case plan to address critical areas.
- 5 Social worker can determine when emergency protection of a child is necessary and take necessary steps to implement a plan to address.
- 6 Social worker can develop, implement and document assessments and treatment plans in accordance with BMCV Standards and BMCV Procedures.
- 7 Social worker will demonstrate ability to link clients, families to appropriate community resources.
- 8 Social worker can plan, organize and manage work with multiple priorities and activities.

Insert

Save Close

Done Trusted sites

Maintaining Individual Worker Training Record